



## Notice of Privacy Practices

This notice describes how protected health information about your child may be used and disclosed and how you can get access to this information.

### OUR LEGAL DUTY

We are required by applicable federal and state law to maintain the privacy of your child's protected health information (PHI). We are also required to give this Notice about our privacy practices, our legal duties, and your rights concerning your child's protected health care information. We must follow the privacy practices that are described in this Notice while it is in effect.

You may request a copy of our Notice at any time.

### HOW WE MAY USE AND DISCLOSE YOUR CHILD'S PROTECTED HEALTH CARE INFORMATION

The following categories describe different ways that we may use and disclose your child's protected health care information. For example:

**ELECTRONIC HEALTH RECORDS (EHRs):** We may use and disclose your child's health and dental information in connection with our EHR operations. Electronic Health Record information may include your child's medical history, dental treatments, insurance information, notes, and reports. Electronic Health Record information can be shared with other organizations (example: our data collection company, your dental insurance company or Medicaid). Information in these records will only be shared for purposes authorized by law or by you. You have privacy rights whether your child's information is stored as a paper record or stored in an electronic form. The same federal laws that already protect your child's health information also apply to information in EHRs.

**TREATMENT:** I understand and authorize the release of my child's: (1) dental assessment and treatment with other dental or healthcare professionals, if referred, and the school nurse; (2) deidentified oral health information to the school administration, the New Hampshire Department of Education (NH DOE), the New Hampshire Department of Health and Human Services (NH DHHS) and New York University of Dentistry, both for program evaluation.

**PAYMENT:** We may use and disclose your child's dental information for billing purposes (your dental insurance company or Medicaid, if applicable) for services we provide to your child.

**REPORTS OF PUBLICATIONS:** De-identified information about your child may be used in reports or publications but without names. De-identified results of my child's dental screening may be added to a central secured data base to be included in an ongoing assessment of children's dental health for the state of NH.

**HEALTHCARE AND DENTAL HYGIENE OPERATIONS:** We may use and disclose your child's de-identified health and dental information in connection with our healthcare and dental hygiene operations. Healthcare and dental operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare and dental hygiene professionals, evaluating practitioner and provider performance, conducting, training programs, accreditation, certification, licensing or credentialing activities.

**OTHER:** With parental or legal guardian consent, HIPAA- and FERPA-compliant health information, school rosters, and academic performance can be shared between the school, NH DOE, NH DHHS, CariedAway, and New York University for program evaluation.

**PERSONS INVOLVED IN CARE:** We may use or disclose health information to notify or assist in the notification of (including identifying or locating) a family, your personal representative or another person responsible for your child's care. Prior to use or disclosure of your child's health and dental information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your child's incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing on health information that is directly relevant to your child's health and dental hygiene care. We will also use our professional judgment and our experience with common practice to make reasonable inferences of your child's best interest in allowing a person to pick up medical supplies, dental supplies or other similar forms of health information.

**REQUIRED BY LAW:** We may use or disclose your child's health information when we are required to do so by law.

**ABUSE OR NEGLECT:** We may disclose your child's health and dental information to appropriate authorities if we reasonably believe that your child is a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. We may disclose your child's health information to the extent necessary to avert a serious threat to your child's health or safety or the health or safety of others.

**ACCESS:** You have the right to request a copy of your child's dental health record. You may request a copy by contacting the school administration or school nurse for more information.

**QUESTIONS AND COMPLAINTS:** If you have questions or concerns, please contact Dr. Richard Niederman at (917) 280-5920.